**I’m an APPLE**

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| **Inside the district** you access the new server by going to GO> CONNECT TO SERVER > **smb://staff.cmcss.net** |
| Macintosh HD:Users:Teacher:Desktop:Screen shot 2012-04-20 at 9.20.12 AM.png |
| After you type in the server address click on the + so that your computer “remembers” the address for you. |
| Macintosh HD:Users:Teacher:Desktop:Screen shot 2012-04-20 at 9.21.19 AM.png |
| Your username is your first.last and your password is your email password. |
| Macintosh HD:Users:Teacher:Desktop:Screen shot 2012-04-20 at 9.21.33 AM.png |
| Notice that there are **4 partitions**. Your main folders of interest are **Staff** and **Sharing**. Your resources are in Staff. When you click wait just a moment for all folders to populate. EVERYONE in the district has a folder. Begin typing the first few letters of your name and it will “jump” to that area then scroll to your folders. |
| The staff folder contains folders called Dropbox, Public, and Private   * Dropbox – Employee has full access, everyone can add files and can see files but cannot open them unless they are the one that dropped them. Only the owner of the folder or person who dropped the file can delete it. * Public – Employee has full access, everyone has view access * Private – Employee has full access, everyone has no access   Unless you work on the School website you will not have access to Schools Folder  Websites folder will include staff and school websites. Everyone can read, employee has full access for staff website. Only select people have access to school website files.  If the user adds files to their website folder they will go to:  <http://staff.cmcss.net/first.last/index.htmal> or whatever they name the website files.  Sharing folder allows Academic Coaches and Consulting Teachers and Tech Coaches to share files with a wide audience. Everyone may view but only selected individuals may add/ delete files.  We will add directions for accessing the server from outside the district in another Quick Start. For Apple users this will be different from what you have experienced before. |